

DEPARTMENT OF HUMAN RESOURCES

SOLICITATION NOTICE

PROPOSALS ARE BEING ACCEPTED FOR THE FOLLOWING:

Baltimore County Office of Child Support Enforcement STATE ADMINISTRATION

DHR SOLICITATION NUMBER: CSEA/BCOSE/09-005-S

DESCRIPTION: Unarmed Guard Services

SUMMARY STATEMENT: The Baltimore County Office of Child Support Enforcement (BCOCSE) intends to acquire unarmed security guard services for its office located at 170 West Ridgely Road, Lutherville, Md. The Contract will be for a three month period beginning March 2, 2009 through May 31, 2009. Only one award will be made as a result of this solicitation. This procurement is designated as a **Small Business Reserve Procurement** under Code of Maryland Regulations (COMAR) 21.11.01.06.

REQUIREMENTS: Security services are requested for two (2) unarmed uniformed guards to be provided on State workdays, starting one half-hour before opening hour and one hour after closing hours. Standard operating hours of BCOCSE are Monday through Friday, 8:30 a.m. through 4:00 p.m. Continuous security guard service is to be provided from one half-hour before the building opens (8:00 a.m.) until one hour after closing (5:00 p.m.). These services shall be provided in an orderly, continuous and consistent manner, which will support the effective delivery of services to customers, and which will cause the minimum amount of disruption to agency operations.

ADDITIONAL INFORMATION: Bidders shall have at least three years experience in providing unarmed security guard services as specified in this Solicitation.

USER AGENCY: Baltimore County Office of Child Support Enforcement

BIDS DUE: 4:00 PM Thursday, February 12, 2009

BASIS FOR AWARD: A single Contract will be awarded to the responsible Bidder whose Bid meets the specifications set forth in this Solicitation and provides the Most Favorable Bid Price.

VENDORS INTERESTED IN SUBMITTING A PROPOSAL ON THE ABOVE LISTED PROJECT SHOULD DIRECT INQUIRES TO:

Amy Urbanik, Procurement Officer
Baltimore County Office of Child Support Enforcement
100 West Ridgely Road, Suite 200

Lutherville, Maryland 21093
(410) 561-3740/Office
(410) 561-1413/Fax
aurbanik@dhr.state.md.us

Solicitation documents are available on eMaryland Marketplace at www.emarylandmarketplace.com under Solicitation # **N00SO249767**.

Minority Business Enterprises are encouraged to respond to this solicitation.